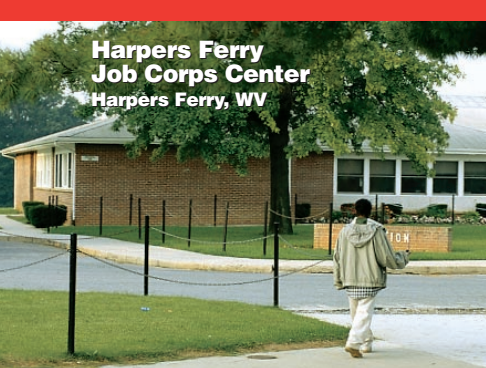


# A Parent's Guide to **JOB CORPS**

Success Lasts A  
**Lifetime**





**Harpers Ferry  
Job Corps Center**  
Harpers Ferry, WV



**Potomac Job Corps Center**  
Washington, DC



**Charleston Job Corps Center**  
Charleston, WV



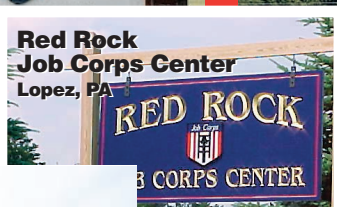
**Philadelphia  
Job Corps Center**  
Philadelphia, PA



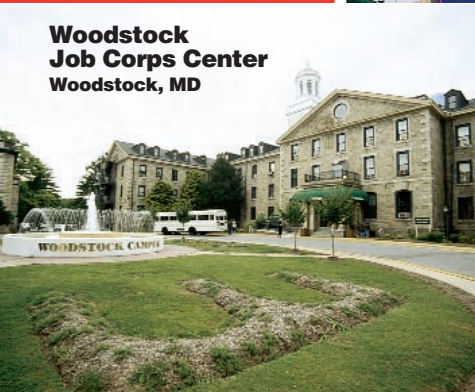
**Woodland Job Corps  
Career Development  
Center**  
Laurel, MD



**Keystone Job Corps Center**  
Drums, PA



**Red Rock  
Job Corps Center**  
Lopez, PA



**Woodstock  
Job Corps Center**  
Woodstock, MD



**Pittsburgh  
Job Corps Center**  
Pittsburgh, PA



# A Parent's Guide to **Job Corps**

**Congratulations,** your son or daughter is considering a career through Job Corps!

Job Corps is the nation's most successful federal job training program for youth ages 16 through 24. Each year, Job Corps provides almost 70,000 young men and women with an opportunity to gain the experience they need to begin a career and take control of their lives.

Job Corps can help your son or daughter learn the specific skills that good employers look for when hiring new employees. With the hands-on job training programs at Job Corps, your son or daughter will be prepared to work at a new and better job when they leave the program.

Job Corps prepares students for success in every area of life. It's a comprehensive program that not only provides essential academic and vocational training but also teaches students to make a difference in the lives of other people. Students make lifelong friends by sharing in their classmates' lives and regularly engage in service projects to benefit local communities. Job Corps is a life learning experience that will help your son or daughter learn how to handle responsibility and fulfill his or her dreams.

*Look closely...everyone pictured in this brochure is an actual Job Corps student, graduate or instructor.*



## THE **TRAINING**

If your son or daughter is eager to develop the skills that will lead to a rewarding career, the Job Corps program is ideal. Our training also includes the employability and social skills that are so important to today's employers.

From day one, the teachers and staff at Job Corps take an interest in each student's training. They will work with your son or daughter to develop a personal career plan, which will help him or her to focus on educational and training goals and will serve as a guide to what he or she will accomplish while in the program.

Job Corps offers hands-on training in a variety of career areas. The instructors are experts in their fields. They work with real employers to make sure that each student learns the skills needed to compete in today's marketplace. The staff will work with your son or daughter on his or her resumé and job interview and job research skills — all in the first few weeks of the program. In addition, instructors work with each student to master a variety of important computer skills that many jobs now require.

Your son or daughter will have the opportunity to participate in internships and work experience at businesses in his or her selected career area. In some cases, employers even set up training programs specific to their employment needs and operate them on center campuses. Before completing the program, students are required to demonstrate mastery of their chosen trades. Job Corps is a comprehensive career development program that ensures your son or daughter is well-trained and ready to secure quality employment.

## THE **EDUCATION**



Job training is not all that students can gain by joining Job Corps. To make sure all graduates have what they need to get the best job possible, Job Corps offers the opportunity to earn a high school diploma or a GED. The program also offers English as a Second Language (ESL) training at many centers.

At Job Corps, your son or daughter will work toward a diploma or certificate at his or her own pace and receive periodic progress evaluations. Part of each day is dedicated to academics, the rest toward training in a chosen career area. Last year, Job Corps helped more than 16,000 students earn their GEDs.

## FINDING A **JOB**

Job Corps does more than just train and educate young adults. When a student completes the program, a Job Corps career counselor will help him or her make the transition to good-paying, full-time employment. The counselor will help your son or daughter to practice interview skills, finalize a resumé and find a job that matches the training he or she received in the program.

Job Corps career counselors work to ensure there is a job waiting for your son or daughter when he or she finishes training. These counselors are in contact with local and regional businesses daily, and they know what businesses have the best job openings. For one year after your son's or daughter's job placement, a career counselor maintains contact with each student to help him or her overcome new challenges and stay on track for success.

## VISIT THE JOB CORPS CENTER

As a parent/guardian of a Job Corps student, you are free to visit the Job Corps center as often as you wish. We ask that as a courtesy, you give the center as much advance notice as possible before visiting. The notice will ensure that Job Corps instructors know to excuse your student from class, vocational training, or School-to-Work training, which may be taught off-center. Parents of prospective students also are welcome to tour the center campus before their son or daughter enrolls in the program.

For many students, this will be the first time they are away from home for an extended period of time. To allow your son or daughter time to adjust to center life, we suggest you wait at least eight weeks before making your first visit. Students find that phone calls home, letters and postcards from family members help support their commitment to complete the program.

Most Job Corps centers have "Family Day," when parents/guardians have the opportunity to tour the facilities and meet with staff about their family member's progress. We strongly encourage you to attend the center's "Family Day" activities and experience Job Corps firsthand. The center also hosts a graduation ceremony for graduates and family members once students complete the program.

## YOUR STUDENT, JOB CORPS & MONEY

When your son or daughter arrives on center they receive an arrival pay of \$25. Job Corps also gives each student a "living allowance" every two weeks while in the program. The allowance is usually used to buy personal items such as soap, toothpaste and other items. Your son or daughter will be paid \$25 every two weeks during the first 60 days in the program. The longer a student stays in Job Corps, the more they are given as a living allowance. When a student is enrolled seven to 16 weeks they receive \$30 biweekly, 16 to 26 weeks \$40 biweekly and more than 26 weeks \$50 biweekly. In addition, students may set aside a portion of their allowance for dependent children. They may allot \$5, \$10 or \$15 per pay period. It will be matched five times over by the Department of Labor.

In addition to "living allowances," students with a demonstrated commitment to Job Corps can accumulate "readjustment allowances." If your student completes a vocational program, he or she receives \$750. If your student earns a high school diploma or GED, he or she receives \$250. If your student obtains both, they receive \$1,200. Your son or daughter is paid 90 percent of the "readjustment allowance" when he or she leaves Job Corps with a confirmed job. The other 10 percent is sent home in the form of a check. If your son or daughter does not have a confirmed job, he or she receives 50 percent of the "readjustment allowance." The remaining 50 percent is given to your student when a job is confirmed. By law, all pay allotments are subject to payroll taxes, which are deducted from each check.

If you wish to send your student money, we strongly recommend that you purchase a money order. This is the safest method to assure that the funds are received.

**A reminder: Never send cash in the mail.**

## ADJUSTING TO LIFE AWAY FROM HOME

One of the most common problems that Job Corps students may experience is homesickness. In some cases, students have never lived away from home. It is understandable that your son or daughter feels anxious about leaving home and moving to a center in a different city or state. And the transition to life away from home can still be a challenging experience.



Homesickness can make small problems appear larger than they really are. This is common during the first couple of months until students adjust to this big change in their lives. In this case, your son or daughter will need your support and reassurance that he or she will feel more comfortable and make new friends soon. Your student should not use complaints such as "I don't like the food" or "I haven't made any friends" as excuses to come home.

All students are assigned a personal counselor when they enroll in Job Corps to aid them in adjusting to center life. If you feel that there is a legitimate concern, you are welcome to contact the Job Corps center and talk with your student's counselor. But if you are satisfied that these expressions are symptoms of homesickness, then encourage your child to stay and get the training Job Corps provides.

Job Corps invites your support in encouraging your student to stay in the program and complete the training. If you do, you will find that the problems and difficulties will disappear over a period of time. Your son or daughter will make friends, become involved in the academic and vocational training and recreational programs, and adjust to Job Corps center life.

In time, most students find that Job Corps is a rewarding program that helps them grow personally as well as professionally. Students not only learn the skills they need to gain employment in good-paying, quality jobs, but also develop the social and employability skills necessary to thrive in today's workplace and to succeed in all of life. Each student also learns to take on new responsibilities while adjusting to life in Job Corps and is responsible for cleaning his or her room and certain areas of the center campus on a regular basis. Students participate in community service projects as part of the program. Job Corps can help your son or daughter mature as a person and as a prospective employee.

## RULES AND REGULATIONS

Job Corps strives to provide a safe and secure environment for everyone. Violence and other forms of misconduct are not tolerated and are infrequent occurrences on center. When discipline problems do emerge, the center staff intervenes directly and swiftly. Each center provides a complete list of its rules and policies to all of its students during their first week in the program. The rules stated here are common to most Job Corps centers, but students should pay careful attention to their specific center's regulations. Your student can look forward to a safe, rewarding experience living and learning on the center campus.

Job Corps operates a Zero Tolerance Policy against drugs and violence. Students who commit a violent act will be dismissed and will not be allowed to re-enter the program. Students who test positive for drugs after a 45-day probationary period will be immediately expelled from the program.

The following activities are also prohibited on the center campus:

- Gambling
- Hitchhiking
- Lending money
- Possession of weapons, stolen property, alcohol, drugs and drug paraphernalia
- Sale of items such as cigarettes, food, etc.
- Theft or destruction of center property
- Violation of federal, state and/or local laws
- Sexual misbehavior may result in expulsion from Job Corps.
- Persistent disobedience of center rules and regulations and serious disruptive behavior are not tolerated.
- Repeated or prolonged absences from classes are not tolerated.
- Reasonable care must be exercised in the use of center facilities and equipment.
- Reasonable standards of personal appearance and cleanliness will be established by the center director, who will consider recommendations of the student government in establishing such standards.
- Maintaining or operating a private vehicle on center is prohibited for residential students.
- Permission is required to leave the center during "off-duty" hours. A sign in/out register or other system will be used to account for students during off-duty hours.

## SUCCESS LASTS A LIFETIME

Job Corps can make an important difference in a young person's life. The education and career training opportunities at Job Corps provide students with real skills and experience that will lead to quality jobs.

To be successful at Job Corps, students must work hard and be committed to their education and training. With hard work, your son or daughter will be one of the thousands of young people who have a better job and a better life as a result of joining Job Corps.

Job Corps is committed to providing students with a safe place to live and learn so they can be successful with their lives. Please encourage your son or daughter to seriously consider joining Job Corps, because with Job Corps — Success Lasts A Lifetime.



## WHERE YOUR CHILD ATTENDS **JOB CORPS**

Your son or daughter will attend the following Job Corps center:

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Telephone number: 

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 is the center director.  
If there is an emergency or a problem that your Job Corps admissions counselor cannot solve,  
feel free to contact the Job Corps center directly.

If you have any questions regarding the Job Corps program, please talk to your local Job Corps  
admissions counselor. The counselor's name is:

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(Telephone number)

The admissions counselor will answer your questions or put you in touch with the counselor  
assigned to your son or daughter on center.

**[www.jobcorpsregion2.com](http://www.jobcorpsregion2.com)**  
**<http://jobcorps.doleta.gov>**

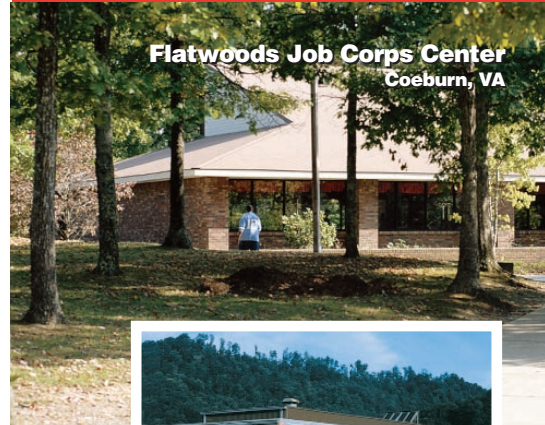


**Old Dominion Job Corps Center**  
Monroe, VA

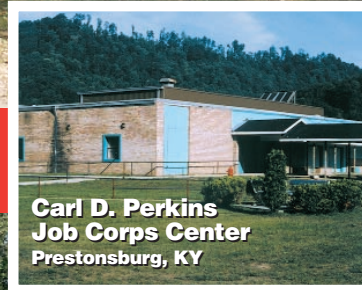
**Great Onyx Job Corps Center**  
Mammoth Cave, KY



**Flatwoods Job Corps Center**  
Coeburn, VA



**Frenchburg Job Corps Center**  
Mariba, KY

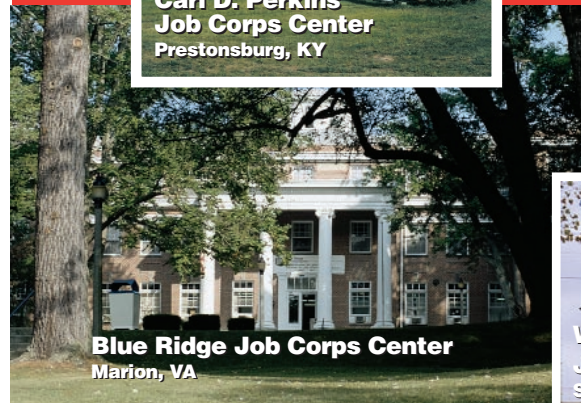


**Carl D. Perkins  
Job Corps Center**  
Prestonsburg, KY

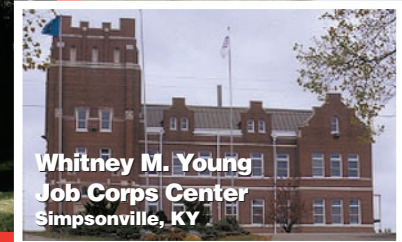
**Muhlenberg Career  
Development Center**  
Greenville, KY



**Blue Ridge Job Corps Center**  
Marion, VA



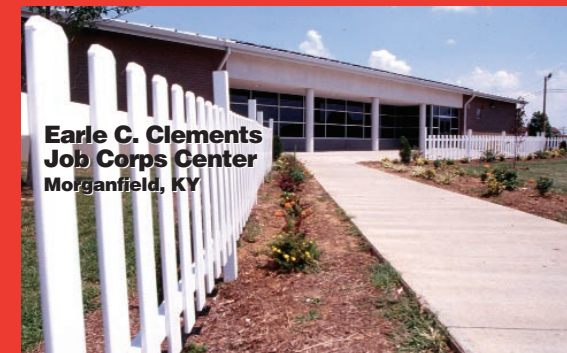
**Whitney M. Young  
Job Corps Center**  
Simpsonville, KY



**Pine Knot Job Corps Center**  
Pine Knot, KY



**Earle C. Clements  
Job Corps Center**  
Morganfield, KY



# **Job Corps Centers** *in the Philadelphia Region*

## **District of Columbia Job Corps Center**

Potomac	Washington, DC	(202) 574-5000
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## **Kentucky Job Corps Centers**

Carl D. Perkins	Prestonsburg	(606) 886-1037
Earle C. Clements	Morganfield	(270) 389-2419
Frenchburg	Mariba	(606) 768-2111
Great Onyx	Mammoth Cave	(270) 286-4514
Muhlenberg	Greenville	(270) 338-5460
Pine Knot	Pine Knot	(606) 354-2176
Whitney M. Young	Simpsonville	(502) 722-8862

## **Maryland Job Corps Centers**

Woodland	Laurel	(301) 725-7900
Woodstock	Woodstock	(410) 461-1100

## **Pennsylvania Job Corps Centers**

Keystone	Drums	(570) 788-1164
Philadelphia	Philadelphia	(215) 471-9689
Pittsburgh	Pittsburgh	(412) 441-8700
Red Rock	Lopez	(570) 477-2221

## **Virginia Job Corps Centers**

Blue Ridge	Marion	(276) 783-7221
Flatwoods	Coeburn	(276) 395-3384
Old Dominion	Monroe	(434) 929-4081

## **West Virginia Job Corps Centers**

Charleston	Charleston	(304) 925-3200
Harpers Ferry	Harpers Ferry	(304) 728-5702

**[www.jobcorpsregion2.com](http://www.jobcorpsregion2.com)**

**<http://jobcorps.doleta.gov>**